

Introduction

Once you are familiar with functions and formulas, the next step is to learn how to use Calc's automated processes to quickly perform useful analysis of your data.

In addition to formulas and functions, Calc includes several tools for processing your data. These tools include features for copying and reusing data, creating subtotals, running what-if analysis, and performing statistical analysis. They can be found under the **Tools** and **Data** menus on the Menu bar. Although they are not necessary when using Calc, they can help you save time and effort with handling large data sets or preserving your work for future review.

Note

A related tool, the Pivot Table, is not mentioned here, as it is complex enough to require its own chapter. See Chapter 8, *Using Pivot Tables*, for more information.

Consolidating data

The Consolidate tool allows you to combine and aggregate data spread across one or more sheets. This tool is useful if you need to quickly summarize a large, scattered set of data for review. For example, you could use it to consolidate multiple department budgets from different sheets into a single company-wide budget contained in a master sheet.

To consolidate data:

- 1) Open the document containing the cell ranges to be consolidated.
- 2) Select **Data > Consolidate** on the Menu bar to open the Consolidate dialog (Figure 299).
- 3) Click on the *Source data ranges* field, then type a reference to a source data range, a named range, or select it with the mouse. Use the associated **Shrink / Expand** button if you need to minimize the dialog while you select the range. Alternatively, select a named range from the drop-down list to the left of the field.
- 4) Click **Add**. The selected range is added to the *Consolidation ranges* list.
- 5) Repeat steps 3 and 4 to add additional source ranges.
- 6) To delete an entry in the *Consolidation ranges* list, select it and click **Delete**. The deletion is carried out without further confirmation.
- 7) Click on the *Copy results to* field, then type a reference to the first cell of the target range or select it with your mouse. You can also select a named range from the drop-down list to the left of the field.
- 8) Select a function to aggregate your data from the *Function* drop-down list. The default is Sum. Other available functions are Count, Average, Max, Min, Product, Count (numbers only), StdDev (sample), StDevP (population), Var (sample), and VarP (population).
- 9) Click **OK** to consolidate the ranges. Calc runs the function from step 8 on your source data ranges and populates the target range with the results.

Tip

If you are consolidating the same cell ranges repeatedly, consider converting them into reusable named ranges to make the process easier. For more information about named ranges, see Chapter 13, *Calc as a Database*.
